



Asset Management Specialist

Southeast Region

Recruitment # 2007-02-P387

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:

Property & Acquisition Specialist 4 **(in-training)**

Type of Position:

This is a project position. This position is represented by the WFSE. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

Monthly Salary Range:

PAS3 \$3450 – \$4421 PAS4 \$3722 - \$4760

Benefits Package:

Health and dental insurance, retirement pension, vacation, sick leave and holidays

Posting Date:

February 23, 2007

Closing Date:

March 7, 2007

Location:

Ellensburg, WA 98926

Note: This position is in-training from a Property & Acquisition Specialist 3 (PAS3) to a PAS4. The incumbent must successfully complete a 6-18 month training plan before promoting to the PAS4 level.

POSITION PROFILE

This position manages the land transaction program for Southeast Region. This is a fully functional and independent position that performs complex duties under limited supervision. Duties include:

- Coordinating, negotiating complex transactions with land owners for purchase, lease, rental or use of real property and property right;
- Performs title examinations;
- Prepares and reviews legal descriptions and transaction documents, and
- Executes land exchange, purchase or sale transactions.

REQUIRED POSITION QUALIFICATIONS

- Knowledge of laws, policies, and practices related to Department programs associated with Trust Land Management.
- Knowledge of rights-of-way, mapping, legal descriptions, title reports, and/or land use.
- Skills in use of computers (word processing, spreadsheets, and mapping).
- Knowledge and skills in timber, agriculture and land management planning and practices.
- Knowledge and skill in public relations and skills in the principles of negotiation.
- Ability to work at forming collaborative partnerships, finding workable solutions, and negotiating agreements with diverse internal and external stakeholders.
- Knowledge and skills to manage multiple projects.
- Skills in communication – strong oral, written and listening abilities; presentations before staff, other agency personnel and various public groups associated with assigned programs.

- Ability to use sound judgment in decision-making;

This level of knowledge and skill is typically achieved with:

- A Bachelor's degree in business or public administration, environmental or land use planning, real estate, natural resources, geography, or related field and,
- Professional experience in transactions, land use planning, natural resources management, real estate law, or land title.

DESIRED POSITION QUALIFICATIONS

- Knowledge and three years experience of eastside natural resource applications (forestry, agriculture, recreation, roads, regulations, etc).
- Attended negotiation training and experience in negotiating for outcome in a land management conflict.
- Knowledge of principles, theories, and practices of natural resource management and skills to identify and mitigate current issues and conflicts in natural resource management.
- Skills in strategic thinking.
- Skills in prioritizing – ability to manage, assign work and make necessary adjustments based on changing priorities.
- Skills and ability in leadership
- Knowledge of State and Federal regulations
- Ability to plan, organize, direct, and control a variety of program activities to meet objectives and multi-task and problem solve with competing priorities.
- Knowledge of Best Use management practices
- Skills in Facilitation of meetings
- Knowledge of how land and timber values are established

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- The incumbent in this position is required to travel.
- Must possess a valid drivers license and have two years of driving experience

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc
- Finalists must provide a driving abstract issued from the state in which you are currently licensed.

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred

Sally.bollinger@dnr.wa.gov

OR other method

Sally Bollinger

DNR

713 Bowers Road

Ellensburg, WA 98926

NOTE: Please indicate Property & Acquisition Specialist 4, Recruitment #2007-02-PAS4 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact George Shelton at 509.925.0962.

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This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. **Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply.** Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.